

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

January 7, 2000

SUBJECT: PROCEDURES FOR REFERRALS TO BEHAVIORAL SCIENCE SERVICES - REVISED

PURPOSE: Behavioral Sciences Services (BSS) serves the needs of Department employees, both sworn and non-sworn, who voluntarily seek professional, confidential, psychological therapy and crisis intervention. Behavioral Science Services is also responsible for assisting commanding officers or supervisors with the psychological evaluation of employees through recommended or directed referrals. Employee compliance with a recommended referral is voluntary and confidential. However, employee compliance with a directed referral is mandatory and specified information may be provided to the Department via the commanding officer or supervisor by the BSS psychologist.

This Order revises the procedures for commanding officers and supervisors when referring employees to BSS, modifies when employees may attend a BSS session on duty, and clarifies the conditions under which information may or is required to be released.

PROCEDURE: When an employee's commanding officer or supervisor believes that the employee's behavior is interfering with the employee's job performance and/or may be a threat to the well-being of the employee or others, a BSS psychologist shall be contacted to obtain their professional advice. Generally, the commanding officer shall contact BSS. However, under emergency circumstances, a supervisor may contact BSS.

Note: During off-hours, the contact should be made to the on-call BSS psychologist via the Department Command Post, Communications Division.

The commanding officer or supervisor shall explain in detail the facts regarding the employee's behavior which may have led to the belief that the employee may require the assistance of BSS. The BSS psychologist will evaluate the request and advise the commanding officer or supervisor whether or not a directed or recommended referral to BSS is appropriate. Documentation is not

required by the commanding officer or supervisor. However, if initiated, it should only indicate that the employee was directed or referred to BSS and a copy of the documentation shall be provided to the employee.

- I. **DIRECTED REFERRAL.** When a directed referral is recommended by BSS, the commanding officer shall meet with the employee. When an emergency exists and there may be an unacceptable delay in the commanding officer's arrival, a supervisor may meet with the employee.

When meeting with the employee, the commanding officer or supervisor shall discuss the rationale for the directed referral. The commanding officer or supervisor shall inform the employee that the directed referral is neither disciplinary nor punitive in nature, but is designed to assist the employee in resolving the relevant issues. The employee's attendance at a BSS session resulting from a directed referral is mandatory and shall be conducted on an on-duty basis. The commanding officer or supervisor shall schedule the appointment(s) with BSS and notify the employee of the date and time of the appointment(s).

Following the session(s), BSS will contact the commanding officer to verify the employee's attendance and to provide appropriate information. Appropriate information is that information regarding the employee's temporary functional limitations for the purpose of determining temporary suitability of assignment. This does not prohibit BSS from releasing other information when disclosure is specifically authorized by the employee or required by law.

- II. **RECOMMENDED REFERRAL.** When a commanding officer or supervisor contacts BSS for advice and a recommended referral is deemed appropriate, the commanding officer and/or a supervisor shall meet with the employee to discuss the rationale for the recommended referral. The commanding officer or supervisor shall inform the employee that the recommended referral is not disciplinary or punitive in nature; the employee's attendance is voluntary; and the referral is completely confidential. Generally, the employee is the only person

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allowed to schedule a voluntary referral. However, at *the employee's request*, the commanding officer or supervisor may assist the employee in scheduling the appointment(s) with BSS.

III. **ATTENDANCE/RELEASE OF INFORMATION FOR SELF-INITIATED OR RECOMMENDED REFERRAL.** Attendance at a BSS session(s) which is initiated by a Department employee or is the result of a recommended referral shall be on an off-duty basis. This session(s) remains confidential and no information will be provided to a referring commanding officer or supervisor unless an appropriate release has been signed by the employee or when disclosure is specifically authorized and/or required by law.

IV. **REHABILITATION AGREEMENTS.** The provisions of this Order shall not apply to rehabilitation agreements/contracts between the Department and an employee. Such agreements/contracts are subject to the terms and conditions specified therein.

AMENDMENTS: This Order amends sections 1/210.55, 2/590.04, 3/799, 3/799.10 and 3/799.20 of the Department Manual.

AUDIT RESPONSIBILITY: The Chief Police Psychologist, Human Resources Bureau, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"